

1                               **DEPARTMENT OF LABOR AND INDUSTRIES**  
2                               **INDUSTRIAL INSURANCE MEDICAL ADVISORY COMMITTEE**  
3                               **BYLAWS**  
4

5       The Industrial Insurance Medical Advisory Committee (IIMAC or the  
6       Committee), its officers, members and any subcommittees acting on behalf of  
7       the Committee shall recognize, observe and be bound by the provisions of  
8       Title 51 (as amended by Chapter 282, Laws of 2007), WAC 296-20-01001,  
9       296-20-02704, 296-20-02705 and these Bylaws, as adopted or as may be  
10      hereafter amended. The bylaws shall become effective upon approval in  
11      writing by the Department of Labor and Industries.  
12

13   **A. NAME:**

14      This entity shall be known as the Industrial Insurance Medical Advisory  
15      Committee (IIMAC or Committee).  
16

17   **B. AUTHORITY TO ACT:**

18      The Committee is formed pursuant to Title 51 (as amended by Chapter 282,  
19      Laws of 2007) to advise the department on matters related to the provision of  
20      safe, effective and cost-effective healthcare for injured workers.

21      The Committee is an advisory committee established by the Department to  
22      aid in the development of practice guidelines and coverage criteria, review of  
23      coverage decisions and technology assessments, review of medical  
24      programs, and review of rules pertaining to health care issues and other  
25      issues related to the provision of goods and services to injured workers as  
26      approved by the Department and Committee.  
27

28   **C. PURPOSE OF BYLAWS:**

29      It is the purpose of the bylaws to establish a framework for the work of the  
30      Committee; to provide for selection of a chair, vice chair and such other  
31      officers as the Committee may determine; to create subcommittees as may

1 be necessary; to establish regular times and places for meetings of the  
2 Committee; and, to review, consider and act upon any matters deemed by it  
3 to be necessary to the administration of the Committee.

4 1) Procedures for appropriate consideration of medical, technological, and  
5 coverage issues presented by the Department, the State Health  
6 Technology Assessment Program, the State Prescription Drug Program or  
7 other comparable entities, for consideration and recommendation, if  
8 appropriate;

9 2) Procedures for appropriate consideration of requests from legislative  
10 bodies and the Workers Compensation Advisory Committee as cited in  
11 RCW 51.36 (as amended by Chapter 282, Laws of 2007).

12 3) Procedures to evaluate the safety, efficacy, effectiveness and cost  
13 effectiveness of a given healthcare related service, technology and/or a  
14 statute, rule or practice guideline.

15 4) Procedures that guide the development of recommendations which may be  
16 considered by the Department for approval/adoption which may become  
17 the basis for making industrial insurance claim decisions; and,

18 5) A protocol for deciding when additional information or evidence is  
19 necessary for the work of the Committee and procedures for collection of  
20 additional information.

## 21 22 **D. THE OBJECTIVES AND PURPOSE OF THE INDUSTRIAL INSURANCE**

### 23 **ADVISORY COMMITTEE:**

24 The Committee is an independent advisory committee appointed by the  
25 Department's Director as directed in WAC 296-20-01001 (1) (a) – (e).

26 The objectives and purpose of this Committee include but are not limited to:

27 1) Provide peer review and advice;

28 2) Assist the Department in the resolution of controversies, disputes, and  
29 issues between the department and medical providers. Upon Department  
30 request, the Committee shall:

31 a) Review and advise the Department on:

- i) Coverage decisions based on the best available scientific evidence;
  - ii) Practice guidelines for covered services based on the best available scientific evidence and the expert opinion of a consensus of the Committee. Practice guidelines may be used for provider education, utilization review criteria, and for making industrial insurance claim decisions;
  - iii) Criteria related to definitions of quality of care and patterns of harmful care; and
  - iv) Issues related to emerging clinical conditions and related scientific evidence.
- b) Form subcommittees for the purpose of advising the Committee on approved topics as the Committee deems necessary and as approved by the Department. The Committee may request the department make available content experts to assist the subcommittee in developing recommendations for the Committee's consideration
  - c) Coordinate as necessary with the State Health Technology Assessment Program, the State Prescription Drug Program, or other comparable entities.

#### **E. COMMITTEE APPLICATION FOR MEMBERSHIP**

##### **1) Application Process**

- a) To be considered for appointment to the Committee, applicants must complete and submit the *Nomination for Committee Membership* form, to include the *Conflict of Interest Disclosure* form. Members must keep the *Conflict of Interest Disclosure* form current and provide updated information whenever circumstances change.

##### **2) Qualifications for Appointment**

- a) Appointment to the Committee shall be made by the Department's Director from a list of nominations provided by statewide clinical groups, specialties, and associations as provided by Title 51 (as amended by Chapter 282, Laws of 2007).

- 1 b) Nominees must demonstrate knowledge and expertise in one or more  
2 of the following:  
3 i) Family or general practice;  
4 ii) Orthopedics;  
5 iii) Neurology;  
6 iv) Neurosurgery;  
7 v) General Surgery;  
8 vi) Physical Medicine and Rehabilitation  
9 vii) Psychiatry;  
10 viii) Internal Medicine  
11 ix) Osteopathic Medicine  
12 x) Pain Management; and  
13 xi) Occupational Medicine.  
14 c) Nominees shall possess a license to practice medicine in the State of  
15 Washington.  
16 d) Nominees shall have an active medical practice, with a majority of the  
17 practice occurring within the State of Washington.  
18 e) Nominees must be members in good standing with any applicable  
19 agencies, boards, professional licensing boards or commissions.  
20

21 **F. REQUIREMENTS FOR MEMBERSHIP IN THE INDUSTRIAL INSURANCE**  
22 **MEDICAL ADVISORY COMMITTEE:**

- 23 1) All Committee members shall:  
24 a) Enter into and maintain a personal services contract with the  
25 Department at the time of their appointment to the Committee and shall  
26 act in accordance with all of its terms and conditions;  
27 b) Be actively practicing in their clinical area of expertise throughout the  
28 entire term of their appointments;  
29 c) Maintain an active license to practice medicine or osteopathy in the  
30 State of Washington throughout the entire term of their appointment;

- d) Maintain good standing with any applicable agency, board, professional licensing board or commission throughout the entire term of their appointment;
  - e) Maintain a current *Conflict of Interest Disclosure* form and abide by all terms of the *Conflict of Interest Addendum*. Failure to adhere to the *Conflict of Interest Addendum* may result in a recommendation by the Chair to the Director for termination of the appointment;
  - f) Not be an employee of the Department;
  - g) Not use the name of the Committee in any publication, meeting, negotiation, or promotion without written prior approval of the Department;
- 2) All members of the Committee serve at the pleasure of the Department.

#### **G. APPOINTMENT PERIOD:**

- 1) Nominees shall be appointed to a term of one, two or three years, in order for board membership to be staggered. Terms will not exceed three years.
- 2) The Director may reappoint members to additional terms and may request that they be re-nominated by their statewide clinical group, specialty group, and/or other association.
- 3) Vacancies occurring on the Committee shall be filled by the Director from a nomination roster of at least two persons provided by the statewide clinical group, specialty group and/or association for which the vacancy was representing.
- 4) If a vacancy occurs due to termination of a member during the term of his or her appointment, the replacement's initial appointment may be only for the remainder of the term of the vacant position.

#### **H. REMOVAL OF MEMBERS:**

- 1) Members of the Committee serve at the pleasure of the Director. Termination of appointment may result from any of the following:

- 1 a) Referral by the Chair to the Director for just cause shown;
- 2 b) Failure to disclose a conflict of interest and complete an annual
- 3 *Conflict of Interest Disclosure* form;
- 4 c) Failure to abide by all terms of the *Conflict of Interest Addendum* to
- 5 these Bylaws;
- 6 d) Loss of license to practice medicine or osteopathy in the State of
- 7 Washington;
- 8 e) Failure to abide by statute, rules, bylaws of the Committee;
- 9 f) Failure to maintain good standing with any applicable agency, board,
- 10 professional licensing board or commission throughout the entire term
- 11 of their appointment; or
- 12 g) Failure to regularly attend meetings of the Committee.

#### 14 **I. COMPENSATION**

15 Members of the Committee and any duly established subcommittees will be  
16 compensated for participation in the work of the Committee in accordance  
17 with a personal services contract to be executed after appointment and prior  
18 to commencement of activities related to the work of the Committee.

#### 20 **J. DUTIES OF INDUSTRIAL INSURANCE MEDICAL ADVISORY** 21 **COMMITTEE MEMBERS:**

22 The duties of the Committee members include:

- 23 1) To advise the Department in all matters related to the provision of safe,
- 24 effective and cost effective treatments for injured workers, including but
- 25 not limited to the development of practice guidelines and coverage criteria,
- 26 review of coverage decisions and technology assessments, review of
- 27 medical programs, and review of rules pertaining to healthcare issues.
- 28 2) To establish procedures the Committee deems necessary to conduct
- 29 evidence based reviews.

- 1       3) To participate fully in issue discussions and to always remember that the  
2       safety and well being of the workers of the State are at the core of the  
3       discussion.
- 4       4) To inform the Committee immediately of any possible conflict of interest  
5       that may arise in regard to a specific technology, medical service, or  
6       coverage topic discussion. Committee members functioning as a provider  
7       or being reimbursed as a provider in the L&I system does not, by itself,  
8       constitute a conflict of interest.
- 9       5) To graciously accept the Chair, the Committee, or Director's finding that a  
10      conflict of interest does exist and to recuse oneself from the discussion and  
11      vote if necessary.
- 12      6) To regularly attend meetings of the Committee.

#### 14   **K. SCIENTIFIC BASIS for ADVICE**

- 15      1) The Committee shall consider the best available scientific evidence, the  
16      expert opinion of Committee members, and experts or consultants  
17      identified by the Committee, when providing advice and recommendations  
18      to the department related to coverage decisions, policies, or rules.
- 19      2) The Committee shall recommend coverage criteria based on existing rules  
20      (WAC 296-20-02704) and on careful evaluation of the best available  
21      evidence at the time of the review.
- 22      3) "Best available scientific evidence" means reports and studies published in  
23      peer-reviewed scientific and clinical literature. The best evidence will be  
24      from studies designed to minimize potential bias and which are most  
25      applicable to the Washington State injured worker population. The  
26      Committee shall consider the methodology and rigor of the literature  
27      identified as well as the quality of publication source.
- 28      4) The Committee shall, when considering the best scientific evidence, give  
29      greatest weight to the most rigorously designed studies.
- 30      5) The Committee shall consider the strength of study design based upon  
31      scientifically accepted methodology principles including randomization,

1 blinding, and appropriateness of outcomes, spectrum of cases and  
2 controls and statistical power to detect meaningful differences. Additional  
3 weight will be given to studies that focus on sustained health and  
4 functional outcomes of workers with occupational conditions.

5 6) The Committee shall consider the experience of the Department and may  
6 consider data from the Department, other state or federal agencies or  
7 other insurers.

8 7) The Committee shall provide transparent documentation of the scientific  
9 basis for advice it provides to the Department including:

10 a) Explanations of the overall strengths and weaknesses of the best  
11 available scientific evidence, expert opinion and other evidence  
12 considered by the Committee.

13 b) Identification and explanation of any apparent conflict between the  
14 Committee's practice guidelines or advice and existing practice  
15 guidelines, medical community opinion, or policies of the Department  
16 or other state agencies.

17

18 **L. OFFICERS:**

19 1) A Chair and a Vice Chair, selected by the members, shall manage the  
20 Committee and such other Officers as are deemed necessary to  
21 administer the affairs of the Committee.

22 2) The term of office shall be for two years beginning on January 1st of the  
23 year following selection.

24 3) Each officer shall hold office until a successor is duly elected.

25 4) The officers of the Committee shall fulfill the following functions:

26 a) Chair: The Chair shall be the principal executive officer of the  
27 Committee and shall generally supervise and control the Committee's  
28 business. The Chair may recommend appointment of other officers  
29 and subcommittees to the Department, as he or she deems  
30 appropriate. The Chair shall:

31 i) Preside at all meetings of the Committee;



- 1           ii) Serve as an ex-officio member of all subcommittees;
- 2           iii) Prepare recommendations to the Director for removal of a
- 3                 Committee member(s), subcommittee member(s) or a hired
- 4                 expert(s) for good cause shown, should it become necessary.
- 5         b) Vice Chair: The Vice Chair shall perform all duties of the Chair in the
- 6                 absence of the Chair or when the Chair is unable to act. When so
- 7                 acting, the Vice Chair shall have all of the powers and be subject to all
- 8                 of the restrictions of the Chair. The Vice Chair shall perform such other
- 9                 duties as may be assigned by the Chair or the Department and may
- 10                 act as the designee of the Chair as a member of any subcommittee.
- 11         5) Any officer selected or appointed by the Committee may be removed by a
- 12                 majority vote of the full Committee whenever in its judgment the best
- 13                 interests of the Committee would be served.
- 14         6) The Chair and the Vice Chair should not be employed by the same entity.
- 15         7) The Committee should select officers from different regions of the state
- 16                 whenever possible.
- 17         8) In the absence of both the Chair and the Vice Chair and when a quorum of
- 18                 Committee members are present, an acting Vice Chair shall be appointed
- 19                 by a majority of the Committee present at that meeting and shall preside
- 20                 at that meeting of the Committee.
- 21         9) If a vacancy occurs in the office of Chair due to death, resignation,
- 22                 removal, disqualification or other act of the Committee or the Department,
- 23                 the Vice Chair shall automatically fill such vacancy until a successor is
- 24                 elected at the next regularly scheduled meeting. If a vacancy occurs in the
- 25                 office of Vice Chair, a new Vice Chair shall be elected by a majority vote of
- 26                 the members for the remainder of the term.
- 27         10) All elections of officers shall be held before the last meeting of the
- 28                 calendar year, if an election is required.
- 29         11) All elections of officers shall be conducted by written ballot.
- 30
- 31

1  
2 **M. QUORUM, CONSENSUS, AND VOTING:**

3 1) Quorum

- 4 a) The presence of one-half plus one of the membership shall constitute a  
5 quorum.  
6 b) A quorum must be present to initiate the meeting and at all times for  
7 decisions of the committee to be acted upon.  
8 c) When a member recuses themselves from acting on any matter, that  
9 member is present for purposes of maintaining the quorum.

10  
11 2) Consensus

- 12 a) The Committee and all subcommittees shall utilize a consensus  
13 seeking process when deciding what advice or recommendation to  
14 give to the Department. Resources for consensus seeking are  
15 provided in the Committee Members Manual.  
16 b) The Chair of the Committee or designee shall facilitate using the  
17 consensus seeking process.  
18 c) When the Chair determines that consensus cannot be achieved among  
19 the quorum present, the Chair can either refer the discussion to a  
20 subcommittee for further review, ask that the discussion be moved to  
21 the next agenda, or can call for a vote.

22  
23 3) Voting

- 24 a) If after all deliberate effort a consensus cannot be achieved, the  
25 Committee may offer a motion for a vote.  
26 b) A majority of the quorum must vote in favor of a motion in order for the  
27 motion to be adopted.  
28 c) The acts of the majority of the Committee members present shall be  
29 the acts of the Committee in all voting matters.

- 1 d) Members must be present to vote. Members are considered present  
2 when they appear in person or via real time tele/video communications  
3 at the moment of the vote.  
4

5 **N. MEETINGS OF THE INDUSTRIAL INSURANCE MEDICAL ADVISORY**  
6 **COMMITTEE:**

- 7 1) The Committee shall meet at least quarterly and may meet at other times  
8 by recommendation of the Chair and at the discretion of the Department.  
9 2) Committee and all subcommittee meetings shall in all respects comply  
10 with the provisions of the Open Public Meetings Act, chapter 42.30 RCW,  
11 and shall be subject to the provisions of the Administrative Procedure Act,  
12 chapter 34.05 RCW, as applicable.  
13 3) Meetings shall be held at such time and place as the Committee Chair and  
14 the Department determines in order to conduct all business deemed  
15 necessary for the administration of the Committee.  
16 4) At each meeting, the Committee shall review the status of all business  
17 before the Committee, and shall review and act upon outstanding issues.  
18 5) Advance notice of all meetings, both regular and special, of the Committee  
19 will be published in the *Washington State Register* and will be provided to  
20 interested parties. Persons interested in receiving information about  
21 meetings shall be encouraged to provide electronic addresses or  
22 information regarding such other means of receiving notice as may be  
23 determined to be appropriate by the Department.  
24 6) Notice of the time and manner of any meeting may be given orally, or by  
25 telephone to the office, residence or normal place of business of each  
26 Committee member at least two days prior to the time of such meeting.  
27 Such notice shall be sufficient for all purposes.  
28 7) The Department staff person assigned to provide assistance to the  
29 Committee shall cause minutes of the Committee's deliberations to be  
30 kept.

- 1 8) Meetings of the Committee may be held by means of a conference  
2 telephone or similar communication equipment, by which all persons  
3 participating in the meeting can hear each other at the same time, and  
4 participation by such means shall constitute the presence of a person at a  
5 meeting and shall be noted on the Committee minutes.

6  
7 **O. STAFF ASSISTANCE:**

- 8 1) Staff assistance to the Committee will be provided by Department  
9 employees, independent contractors employed by the Department for this  
10 purpose, or such other supporting staff as the Director may deem  
11 appropriate or necessary to assure that the mission of the Committee is  
12 carried out.
- 13 2) Staff assistants shall cause all votes of all proceedings to be recorded and  
14 to be available to the public, upon request.
- 15 3) Staff shall:
- 16 a) Give or cause to be given, notice of all meetings, including publication  
17 in the *Washington State Register*, to all members of the Committee  
18 and such parties who have advised staff of their interest in the  
19 activities and meetings of the Committee;
- 20 b) Act as custodian of the records of the Committee;
- 21 c) Keep a register of the address of each member, maintain a record of  
22 the names of members entitled to vote, and provide public access to all  
23 such records;
- 24 d) Assist Committee members to complete reports of expenses, as may  
25 be required for reimbursement by the state and keep accurate  
26 accounts of such reports;
- 27 e) Make every effort to ensure any materials required for committee  
28 action are provided at least five days in advance of a Committee  
29 meeting; and
- 30 f) Perform such other duties as may be prescribed by the Committee, the  
31 Department, or the Director.

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2 **P. CONTRACTS:**

- 3 1) The Committee does not have the authority to enter into contracts, but  
4 may recommend that the Department enter into such contracts as are  
5 necessary to carry out the provisions and purposes of the Act or the work  
6 of the Committee. Such contracts may include engagements of  
7 independent legal, actuarial, clinical, scientific or other consultants.  
8 2) The Committee may suggest necessary or desirable corrections,  
9 improvements or additions to any such contract.  
10

11 **Q. SUBCOMMITTEES:**

- 12 1) The Chair may recommend to the Department the establishment of one or  
13 more duly established subcommittees.  
14 2) The Chair shall designate two or more Committee members to serve on  
15 each duly appointed subcommittee and shall designate one Committee  
16 member to serve as the Chair of the subcommittee.  
17 3) Such other persons as may be recommended by the Chair and  
18 designated by the Department may serve on any subcommittee. The  
19 focus of the Chair shall be on recommending person(s) who will contribute  
20 expertise to the subcommittee's work.  
21 4) No subcommittee shall have authority to amend, alter, or repeal these  
22 bylaws, adopt any action contrary to the Committee, or remove any  
23 member or take any action on behalf of the Committee or the state of  
24 Washington.  
25 5) The designation and appointment of any subcommittee and the delegation  
26 thereto of any authority of the Committee shall not operate to relieve the  
27 Committee, or officers of the Committee, or any member of the Committee  
28 of any responsibility imposed upon him or her by law, rule or these bylaws.  
29  
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1   **R. COUNSEL TO THE COMMITTEE:**

2       The Assistant Attorney General providing general legal advice to the  
3       Department will provide general legal assistance to the Committee.  
4

5   **S. IMMUNITY:**

6       The members of the Committee and any subcommittee are immune from civil  
7       liability for any official acts performed in good faith to further the Industrial  
8       Insurance Medical Advisory Committee pursuant to WAC 296-20-01001.  
9

10   **T. CHANGES TO BYLAWS:**

- 11       1) The Committee may vote to alter, amend or repeal these by-laws.  
12       2) Votes to alter, amend, or repeal these by-laws shall not be taken at the  
13       first meeting during which the changes to the by-laws were proposed.  
14       3) Committee members shall be notified of the proposed changes in writing  
15       at least ten days before any meeting at which a vote on a motion to  
16       change the by-laws will be taken. Committee members shall have a fair  
17       opportunity to discuss the proposed changes before a vote is taken.  
18       4) A quorum must be present and the affirmative vote of 75% of all  
19       Committee members present is required for passage of a proposed  
20       alteration, amendment, or repeal of these by-laws.  
21       5) Alterations, amendments, and repeal of the bylaws will become effective  
22       when they are approved in writing by the Department. Any amendment or  
23       alteration to the bylaws must comply with applicable state and federal laws  
24       and administrative regulations.  
25  
26  
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28   **U. TERMINATION:**

29       The Committee shall continue in existence subject to termination in  
30       accordance with requirements of laws of the state of Washington or action of  
31       the Department. In case of termination, to the extent consistent with such

1 laws or consistent with the action of the Department, the Committee shall  
2 continue operating only to the extent necessary to orderly complete the work  
3 of the Committee.  
4

## 5 **V. Report to Legislature**

6 The Chair shall participate in the development and presentation of a report to  
7 the appropriate committees of the legislature in regard to the activities of the  
8 Committee. The report is due no later than June 30, 2011. The report shall  
9 include the following:

- 10 1) A summary of the types of issues reviewed by the Committee and the  
11 recommendations in regard to each issue;
  - 12 2) A summary of any disputes or controversies and the outcome of their  
13 resolution as a result of the Committee's involvement;
  - 14 3) A summary of the peer reviews conducted and the outcome of the review;
  - 15 4) A summary of any practice guidelines or coverage criteria  
16 recommendations developed by the Committee, to include the success of  
17 the recommendations;
  - 18 5) A summary of any advice provided by the Committee in regard to  
19 coverage decisions and technology assessments; and,
  - 20 6) A recommendation as to the continuance or dissolving of the Committee.
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1 **W. EFFECTIVE DATE:**

2 These Bylaws shall be effective the date of adoption by the Committee and  
3 approval by the Department, and shall terminate at termination of the  
4 Committee.

5 These Bylaws of the Industrial Insurance Medical Advisory Committee were  
6 duly adopted at the meeting of the Industrial Insurance Medical Advisory  
7 Committee on the 24 day of October , 2013.

8  
9 Signed: \_\_\_\_\_

10 , Chair

Date:

11  
12 These Bylaws of the Industrial Insurance Medical Advisory Committee was  
13 approved by the Department of Labor and Industries on the \_\_\_\_\_ day of  
14 \_\_\_\_\_, \_\_\_\_\_.

15  
16 By:

17 \_\_\_\_\_

18 Joel Sacks, Director Department of Labor and Industries



1                                **DEPARTMENT OF LABOR AND INDUSTRIES**  
2                                **INDUSTRIAL INSURANCE MEDICAL ADVISORY COMMITTEE**  
3                                **Conflict of Interest Disclosure Addendum**  
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5            This conflict of interest disclosure addendum is designed to ensure that the  
6            Committee Chair, members and Department have full knowledge of external  
7            influences that may exist when considering an issue or review or other action  
8            that may come before the Committee.

9            A member who self identifies a potential conflict of interest can offer to recuse  
10           himself or herself or may request a determination from the Committee Chair  
11           and/or the Department. When the Department is considering a potential  
12           conflict of interest, the Ethics in Public Service Act, Chapter 42.52 RCW shall  
13           be the resource utilized for determination.  
14

15    **A. NOMINEES TO THE COMMITTEE**

- 16           1) Nominees must disclose all financial relationships with a manufacturer,  
17           provider, or vendor of health technologies, medical devices, diagnostic  
18           tools, and medications at the time of application or within the most recent  
19           eighteen months.  
20           2) All nominees shall complete a Conflict of Interest Disclosure form (COI)  
21           disclosure form as part of the appointment process.  
22

23    **B. COMMITTEE AND/OR SUBCOMMITTEE MEMBERS**

- 24           1) Committee members shall update their Conflict of Interest Disclosure  
25           statements annually, by July 1<sup>st</sup> of each year, and within 15 working days  
26           of any change or prior to the next meeting, whichever occurs first. All  
27           members acknowledge the importance of notifying their fellow Committee  
28           members of any potential conflict of interest prior to participation in  
29           consideration of an issue or review or other action of the Committee.  
30           2) The Chair or the Department may ask a member with a conflict of interest  
31           to participate in the discussion as an expert on the subject under

1 consideration. The member may not participate in the consensus process  
2 or cast a vote when acting as an expert.

3 Notwithstanding any determination by the Executive Ethics Board or other  
4 tribunal, the department may, in its sole discretion, terminate membership  
5 if it is found after due notice and examination that there is a violation of the  
6 Ethics in Public Service Act; or any similar statute involving the member.

7

8 **C. EXPERT ASSISTANCE – COMPENSATED OR UNCOMPENSATED**

9 Prior to offering expert testimony to the Committee, non-members must  
10 complete a *Conflict of Interest Disclosure* form and accurately disclose any  
11 conflict of interest prior to consideration as an expert to a topic under review  
12 by the Committee and/or subcommittee. The Chair or the Department may  
13 ask a non-member with a conflict of interest to participate in the discussion as  
14 an expert on the subject under consideration. Failure to accurately disclose  
15 any conflict of interest may result in termination of a personal services  
16 contract.

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